

## DRUOA BOD MEETING

**Call to Order** – The meeting was called to order by Harford Field on March 02, 2024, at 9:39am

**Proof of Notice** - Confirmed

**Directors Present** – Harford Field, James Duda. Barbara Hall, Shirley Hensley, Nick Tripi

**Established Quorum** – A quorum was established.

**Approval of Agenda** motion to waive reading of the prior minutes and accept as written by Harford Field and seconded by James Duda and agreed to unanimously by board members present.

### **Report of Officers**

Treasurer – February reports are not ready due to some last-minute items that have not been processed. All owners are current except for Unit 439. There is a new management team handling their account, James will reach out to the Rental Agent – Melissa Yousef at 706-400-1801 or [melissa@primeluxehomes.com](mailto:melissa@primeluxehomes.com) to settle the account.

### **Old Business**

**Harford** – Initiate By-Laws Update – the board reviewed together and approved. To

- Review Repair Projects 2024: repairs continue as indicated in Google Docs maintenance request & tracking. No emergency repairs at this time. Clean Space to be scheduled for late spring and early winter to optimize roof & gutter cleaning which Barbara Hall will coordinate. Nick Tripi to coordinate use of Casa Complete on proper blowing of leaves & debris to ensure no build-up around building or stairs' support posts as well as A/C compressors. See below in New Business for details of open maintenance to date.

**James** – Dues notice sent, P.O. Box is still available, Website fee paid to November, Secretary of State has been updated all Board members have been updated and paid.

**Barbara** – Election – the Board agreed cost is too great to pay an outside source to manage our election. We will manage it ourselves via a digital platform. Landscape Plan – a general estimate was presented, before and after images for the Center Island.

**Shirley** – Lead pipe email sent as requested. Winter notices to be removed from web site until next fall. Revised By-Laws to be posted after finalization by Field.,

### **New Business**

**Tate Ingram** – January 31, 2024 Action List is being completed by Dylan Heskett for the next 2 weeks.

1. Drain hoses to be placed, paint rails.

Outstanding maintenance that has not been bid on:

1. Bldg 4 - Walkway to the 413B is unsafe-steep angle
2. Bldg 5 - Long board by Nicks unit needs replacement
3. Bldg 5 U419B - Rotting wood on platform at front door
4. Bldg 6/8/9 – Light boxes rebuilt/repared and replaced

5. Bldg 6/7/10 – Asphalt sidewalks to be resurfaced by Tate Ingram
6. Bldg 7 – check crawl space hinges on left rear door need replacing (check all Bldgs.)
7. Bldg. 7 – U427B Fireplace – Contact Owner and Tate Fireplace for Inspection
8. Bldg 8 – broken board on Shirley’s deck still to be repaired
9. Bldg 9 – Parking lot drain needs larger grate installed over existing grate to prevent accidents and debris pileup.
10. Bldg 4/5/10 – Window replacement (Anderson windows).
  - a. Bldg 4 – Window to the right of fireplace is broken and repair is responsibility of the owner to be notified.
  - b. Bldg 5 - U420 – Window replacement and window by front door needs caulking. Second coat of paint outside and inside of window
  - c. Bldg 10 – Single pane window on second floor landing. Water intrusion at front door
11. Main ditch – Rock placement planned to help reduce clogging
12. Landscape Maintenance – Debris pick-up, Flower beds behind 6/7/8/9 to be addressed by either owner volunteers or hiring landscaper.
13. Unit Owners - A/C Unit platform erosion announcement as owner responsibility to ensure A/C service companies address as needed or by owners.
14. Trail Camera - purchase new memory card and mount on tree at Trash Hut (Hall)
15. Mount Guest Parking signs on the retaining wall in front of Bldg 9 (Tripi)
16. Create sign for the Trash Hut (Hensley/Tripi)

New maintenance – Ingram Home Improvement submitted an Estimate based on the obvious issues. Before the final estimate is submitted, a subcontractor will open the ceiling in U431 to establish the scope of work and final cost. The Board needs to fully review the details of Architectural Control - Article 8, Section 8.01, to determine who is responsible for the repairs based on the circumstances.

#### Bldg 8 U431/432

1. Declarations provide responsibility requirements. Historically, interpretation separates deck boards and underlying pan to above and below units, respectively.
  - a. U432 – Slate tile floor on deck causing water to wick under the deck and into the Unit below. Also, issues with railing and corner supporting post. This may require modifications that likely will be at owner cost since modifications were made by previous owner without architectural control approval as required by the Declarations. An analysis and report will be shared and discussed with the owners after board determination of cost allocation/responsibility by the affected parties including the Association (see U431 below).
  - b. U431 – Outside deck is now a sunroom that leaks at the center supporting post. By previous board determination, enclosure was determined as part of the unit interior and must be addressed by the owner but the board will assist to ensure building structural integrity is maintained.
  - c. 2 step process
    - i. 1 – open ceiling in U431 to determine the source of intrusion and scope of work
    - ii. 2 – Board covers the cost of step 1.

iii. 3 – Meet with Unit Owners to present the findings, recommendations, and cost

### **Harford - Action Items**

1. Speed Bumps - Harford and Dorothy should draft an email to Treena requesting speed humps. Portable humps can be considered until final solution is made. - Open
2. Fireplace U427B – Formal letter with the Association Seal stating condition and requires replacement before it can be used. Include Tate Fireplace Inspection Report. If repairs are considered the Architectural Committee must be notified before any repairs begin. Digital/Hard Copy will be provided and kept – OPEN
3. Asphalt sidewalks – Tate Ingram has a guy with the equipment needed to complete the job. – Open
4. Create Volunteer List. Field to provide list of initial committees and Hensley will post to web site for volunteers.
5. Email to Owners Regarding Architectural Control – process to apply for approval (Field)
6. Add to Rules and Regulation – The number of cars each unit is allowed to have on the property (Field)

### **James**

1. Insurance Policy for Amenities Coverage – Old Business - Open
2. Audit – Email/Vet owners to see if someone is qualified to help
3. Transfer Treasurers Records to the Google Drive Folder - Treasurer

### **Barbara**

1. Clean Space – Gutter Schedule for Spring (May) / December (Early)
2. Center Island Improvements – the maintenance budget does not cover Improvements. Based on other maintenance, it is decided to wait on this project.
  - a. The budget covers furniture/grill replacement and maintenance
  - b. Improvements - Because there is so much property maintenance this will wait until an appropriate time
3. Volunteer sheet – Invite Owners to sign up and help or donate specific things we need to improve our community.
4. Revisit Bldg 4 moss growth – determine if a follow-up bleach spray is warranted
  - a. Retaining wall/sidewalk – Call Todd Walker
5. Barbara and Shirley will mount Trail Camera – Nick may have a larger memory card
6. Purchase new Weber Grill replacement knobs
7. Barbara and Shirley to review everything on the outstanding maintenance list

### **Shirley**

1. Remove Winterizing notice from website
2. Add to new Contractors to Contacts List
3. Committees List - See Harford
  - Architectural Control
  - Maintenance
  - Landscape
4. Shirley and Barbara to review everything on the outstanding maintenance list.

## **Nick**

1. Parking – Guest spots and signs
2. Speed and Pet signs – Nick has a contact for Signs
3. Speed humps and signs just at the top of the hill before Bldg 5 and the curve at the Trash Hut.
4. Casa Landscape – Negotiate pricing, discuss/agree the extent of debris removal – away from pillars, A/C Units, away from buildings and remove debris from the ditch. Notified when they will be on the property and how often.

**Adjournment** – A motion was made by Harford Field and seconded by Shirley Hensley to adjourn. The motion was approved unanimously. The meeting adjourned at approximately 11:45am.